RAJ KAPOOR (C/V)

Career Objective

Career ObjectiveP

Seeking a responsible and challenging career with a great oriented organization where my talent and knowledge may significantly contribute to the organization's growth and profitability.

PERSONAL

- Name : RAJKAPOOR
- Father Name : Walji Narain
- Address • H. # 201, Swami Narain Temple, OPP. KMC Head Office, M.A. Jinnah Road, Karachi
- Date of Birth • 19-FEB-1983
- Contact No. • +92 - 322 - 297 3065
- Email · raj19kapoor83@gmail.com
- Identity Card No. • 4230-1099620-1
- Nationality • Pakistani
- Marital Status .. Married
- Gender • Male

SKILLS & EXPERIENCE

- I WORKING AT SEARLE COMPANY IBL Building Front Desk Officer and Filling and Record OFFICER AND LAST WORKING Jamiyat Hospital & Akar Hospital Liaquatabad C1 Area KARACHI IAM WORKING HBL BANK OUT DOOR RIDER FOR BANKING WORKINGS AND SHRAZI TRAVEL WORKING ADRESS MARAN HOTEL KARACHI
- Knowledge of Photoshop, Corel Draw
- Knowledge of internet, e-mail, web browsing, MS-Office, software installations, MS DOS,
- Ability to deal day-to-day Bank, Office, & Drafting Transaction ➢ Have very good interpersonal and communication skills. ➢ Good managerial and conceptualization skil

EDUCATION :

INTERMEDIATE

> H.S.C [Arts Group] Board of Secondary Education Karachi

MATRICULATION

> S.S.C Board of Intermediate Education Karachi

Viking

SHIPPING SERVICES

Clearing, Forwarding & Shipping Agents

December 19,2013

TO WHOM IT MAY CONCERN

THIS IS TO CERTIFY THAT MR. RAJ KAPOOR S/O WALJEE HAS WORKED IN OUR COMPANY SINCE MARCH 2013 TO AUGUST 2013 AS A "OUT DOOR CLARK ASSISTANT". HE IS FULLY AWARE AND EXPERT IN HIS JOB.

HE HAS BEEN CONTROLLED ALL OUT DOOR RELATED PROBLEMS DEPARTMENT

HE IS PUNCTUAL, HARDWORKING AND HONEST PERSON.

WE WISH HIM EVERY SUCCESS IN HIS LIFE

YOUR FAITHFULLY
FOR **VIKING SHIPPING SERVICES**

S.M. HAIDER NAQVI
(OFFICE MANAGER)

Room No. 1, Ground Floor, Dinar Chamber, West Wharf Road, Karachi-Pakistan
Phone : 32311732 Fax : 92-21-32311602
E-mail : info@viking-pk.com Web site : www.viking-pk.com

P.R.C. No. : 3245/4

DATED : 08/12/2004

FORM "D"

(See Rule 5 (I) (b))

Form of certificate of permanent residence in the Province of Sindh for purpose recruitment to the Public Service of Sindh.

City District Government Karachi — District Coordination Officer — PERMANENT RESIDENCE CERTIFICATE

I hereby certify that for the reasons given below Mr./Mrs./Miss. RAJ KAPOOR

S/o D/o WALJEE has his/her permanent residence in

HOUSE NO.201, SWAMI NARAIN MANDIR, M.A.JINNAH ROAD, KARACHI. (here enter name

of place) Karachi District SADDAR TOWN in the Province of Sindh.

This certificate is granted for the purpose of recruitment to the Public Service in Sindh.

(here enter reasons)

1. ENTITLED TO THIS CERTIFICATE UNDER THE RULES.

HAJI AHMED
Deputy District Officer (Revenue)
LYARI TOWN
For District Coordination Officer
City District Government Karachi

Place Karachi _____

Dated the _____ 200

District Coordination Officer
CITY DISTRICT GOVERNMENT
KARACHI

PAKISTAN National Identity Card

ISLAMIC REPUBLIC OF PAKISTAN

Name
Raj Kapoor

راج کپور

Father Name
Valji

والجی

Gender	Country of Stay
M	Pakistan

Identity Number	Date of Birth
42301-1099620-1	19.02.1983

Date of Issue	Date of Expiry
25.11.2022	25.11.2032

Holder`s Signature

42301-1099620-1

موجودہ پتہ: مکان نمبر 201، محلہ سوامی نارائن مندر ایم
اے جناح روڈ، کراچی جنوبی

مستقل پتہ: مکان نمبر 201، محلہ سوامی نارائن مندر ایم
اے جناح روڈ، کراچی جنوبی

505442991085

Registrar General of Pakistan

گمشدہ کارڈ ملنے پر قریبی لیٹر بکس میں ڈال دیں

Sl. No. Q 098403

Board of Secondary Education, Karachi

Roll No. 573130

Secondary School Certificate Examination, 2002

GENERAL GROUP

Certified that RAJKAPOOR

Son/Daughter of VALJI

whose date of birth is NINETEENTH DAY OF FEBRUARY one thousand nine hundred EIGHTY THREE has duly passed the Secondary School Certificate Examination held in the month of OCTOBER 2002 as AN EXTERNAL Candidate in the subjects mentioned below and has been placed in GRADE [E] He/She obtained [325] Marks.

COMPONENT I

SINDHI SALEES

URDU

ENGLISH

PAKISTAN STUDIES

ETHICS

COMPONENT II

GENERAL SCIENCE

MATHEMATICS ADVANCE

CIVICS ELECTIVE

ECONOMICS

COMPONENT III

He/She offered XXXXXXXXXX

as Vocational Subject and has been awarded grade XX

by his/her Institution on the basis of Internal Assessment

DATED 03-03-2004

Note: This certificate is issued without alteration or erasure. Please also see on the reverse.

(SHAFIULLAH)
Secretary

BIE B141154 ROLL NO. 71783

بورڈ آف انٹرمیڈیٹ ایجوکیشن کراچی

BOARD OF INTERMEDIATE EDUCATION KARACHI

Higher Secondary Certificate 2005

This is to certify that Rajkapoor

Son/~~Daughter~~ of Valji

has successfully completed the **HIGHER SECONDARY CERTIFICATE EXAMINATION** of this Board in Humanities Group held in the month of January 2006 as a ~~Regular~~/Private Candidate in the subjects mentioned below and has been placed in E **GRADE** by securing 378+11 **MARKS** in the Aggregate of 1100/~~1200/200~~

(a) Compulsory Subjects:

1. Urdu — ~~Normal I & II~~ / ~~Easy I & II / N.M.T. / Sindhi~~ / ~~History and Culture of Pakistan~~ / ~~Pakistan Studies (For Foreigners)~~
2. English Normal | Advance
3. ~~Islamic Education~~/Civics (c)
4. Pakistan Studies (c)

(b) Elective Subjects:

5. Civics
6. Education
7. General History

Karachi, Pakistan
Dated, the 23rd July 2009

SECRETARY

(This Certificate is issued without any alteration or erasing.)

APPENDIX XIV No. 3993/4

FORM "P-1"

Pakistan Citizenship Act 1951 (11 of 1951) and rule made thereunder (Vide Rule 23)

CERTIFICATE OF DOMICILE

Whereas RAJ KAPOOR (in block letters) S/o,D/o,W/o WALJEE (in block letters)
has applied for a certificate of Domicile under the Pakistan Citizenship Act (I) of 1951 alleging with respect to himself / herself the particulars set out below, and has satisfied the undersigned that the conditions laid down in section 17 of the Act for the grant of a certificate of domicile and fulfilled by the said RAJ.KAPOOR case.

Now therefore, in pursuance of power conferred by said Act and rule made thereunder the undersigned hereby grants to the said RAJ.KAPOOR this certificate of domicile.

In witness whereof I have subscribed my name this ..... day of 26 JUN 2004

Signed: .....
Name Deputy District Officer (Revenue) .....
Designation LYARI TOWN
For District Coordination Officer
City District Government Karachi

District Government of Karachi
District Coodination Officer

PARTICULARS RELATING TO THE APPLICANT

Full Name RAJ KAPOOR

Father's Name WALJEE

Address in Pakistan HOUSE NO.201, SAWAMI NARAIN MANDIR, M.A.JINNAH ROAD, KARACHI.

Address in country outside Pakistan

Place of Domicile KARACHI ... Town ... SADDAR TOWN ... Prov./ Admn. SINDH

Date of Arrival in Place of Domicile ... 10.02.1983.

Married/Single/ Widow/ Widower ... SINGLE.

Name of wife or husband.

Names of children and their ages

Trade or Occupation ... JOBLESS.

Mark of Identification ... PHOTO ATTACHED.

City District Government of Karachi
District Coodination Officer

Name
Designation Deputy District Officer (Revenue)
Place: Karachi LYARI TOWN
Date: For District Coordination Officer
City District Government Karachi

IT- 2433

K.M.A. INSTITUTE OF INFORMATION TECHNOLOGY

LY/2, Aga Khan Road, Kharadar, Karachi.

Certificate of Achievement

Awarded to

Raj Kapoor S/o Walji

has successfully completed the courses

Macromedia Freehand 10.0	Paint Shop Pro
Adobe Photoshop 7.0	Inpage

From: Oct-2003 To: Dec-2003

Administrator's Signature

AKAH | HOSPITAL

ABDUL KHALIQ ABDUL RAZZAQ

JPSD

RAJ KAPOOR

ISSUING AUTHORITY

AKAR HOSPITAL

ABDUL KHALIQ ABDUL RAZZAQ

JPSD

CNIC NO.	:	42301-1099620-1
CONTACT NO.	:	0322-2973065
EMERGENCY NO.	:	0300-2540449
BLOOD GROUP	:	O POSITIVE
DATE OF JOINING	:	01-01-2019
ADDRESS	:	SWAMI NARAIN TEMPLE M.A JINNA ROAD H/20/ KARACHI

C AREA LIAQUATABAD KARACHI
PHONE - 02134132360
EMAIL - AKARHOSPITAL@GMAIL.COM

AGHA
Computer Centre

REGISTERED WITH SIND BOARD OF TECHNICAL EDUCATION

PARIA STREET, KHARADAR, KARACHI. PH : 2314006

Certificate No. F-00-11-28-187

Date 28-11-2000

Certificate

This is to Certify that Mr. /~~Miss~~/~~Mrs.~~ RAJ KAPOOR

Son/Daughter/~~Wife~~ of WALJI

has successfuly completed a 120 hours Computer Programming Course in the subject (s) of (DOS, WINDOWS 95, MS WORD, MS EXCEL, INTERNET/E-MAIL) (Theory and Practical)

He/~~She~~ was placed in "B" grade.

v. Principal

Instructor